

PENDLETON

Co-operative Industrial Society

LIMITED.

RULES.

Manchester:

Co-OPERATIVE PRINTING SOCIETY LIMITED, 17, BALLOON STREET,
CORPORATION STREET.

—
MDCCCLXXXV.

THE FORMER RULES ARE RESCINDED.

PENDLETON
CO-OPERATIVE INDUSTRIAL SOCIETY
LIMITED.

RULES.

INTERPRETATION.

1. In the construction of these Rules, the following words and expressions shall have respectively the meanings following, unless the subject matter or context are inconsistent therewith :—

1. Words importing the singular or plural number shall respectively include the plural and singular numbers ; words importing the masculine gender only shall include the feminine gender.
2. The “ Committee ” shall mean the Committee of Management of the Society.
3. A “ Company ” shall mean (1) any body corporate other than a society ; (2) any society authorised to sue and be sued by trustees ; and “ a Society ” shall mean any society under the Industrial and Provident Societies Act, 1876.
4. “ A General Meeting ” shall include both an Ordinary Business and a Special General Meeting.
5. “ Lands ” shall include tenements and hereditaments.
6. “ Month ” shall mean calendar month.

Name and Objects of the Society.

Name of
society.

Objects of
society.

2. This society shall be called the PENDLETON CO-OPERATIVE INDUSTRIAL SOCIETY LIMITED. The objects of the society are to carry on the trades of general dealers, both wholesale and retail, also of manufacturers; and shall have power to purchase, hold, sell, mortgage, rent, lease, or sub-lease land of any tenure, and to erect, pull down, repair, alter, or otherwise deal with any building thereon.

Registered Office.

Office of
society.

Removal of
registered
office.

3. The registered office of the society shall be No. 1, Gloucester Street, Pendleton, in the County of Lancaster, or such other place as the committee of management shall from time to time appoint; and at such place all the books of accounts, securities, and documents of the society, other than such (if any) as are required for carrying on business on account of the same elsewhere, shall be kept. In case of removal of the registered office, notice shall be sent to the Registrar of Friendly Societies within fourteen days thereafter, in the form provided by the Treasury Regulations.

Admission of Members.

How persons
may become
members.

Approval of
committee
necessary.

Entrance fee

Copy of rules
to be pur-
chased and
declaration
to be signed.

Membership
of minors.

4. The society shall consist of the present members and of all other persons who shall be admitted in the following manner:— No person shall be admitted as a member except by the committee of management; every person proposed shall pay an entrance fee of 1s., and 3d. for a copy of rules, and must sign a declaration of his willingness to take out at least three shares, and be bound by the rules of the society. A person not signing the declaration, and not paying a deposit within six months after his proposition, shall forfeit his entrance fee, and shall not be admitted to membership unless again proposed. Any person proposed and not admitted to membership shall have his entrance fee returned. Persons not under the age of eighteen years may become members, and do any act which they could do if of full age, except holding any office.

A society or company shall be admitted only by the resolution of a general meeting, and on such terms, consistent with the Industrial and Provident Societies Act, 1876, as such meeting may prescribe.

How a society or company may be admitted.

Share Capital.

5. Each member of the society must hold at least three shares of £1 each, which may be paid in full on entering the society or by instalments of 3s. 3d. per quarter. Any member, at any time, may pay in one sum the balance of his instalments then due, or increase the amount of his instalment. In default of such payments the committee of management shall have power to inflict a fine of 3d. per quarter.

Payment of shares.

Default of payment of shares.

No member, other than a registered society, shall hold any interest in the shares of the society exceeding in amount £100.

No member to have more than £100 in shares.

Shares shall not be transferable, but shall be withdrawable, subject as hereinafter provided.

Shares withdrawable.

Any member may withdraw the whole or part of his capital invested in the shares of the society (subject as hereinafter provided) according to the following scale of notice:—

| | | | | | | | | | |
|----|----|---|-----------------|-----|---|---|-------|----|--------|
| £2 | 10 | 0 | on application. | | | | | | |
| 2 | 10 | 0 | to | £5 | 0 | 0 | | 2 | weeks. |
| 5 | 0 | 0 | to | 10 | 0 | 0 | | 3 | „ |
| 10 | 0 | 0 | to | 15 | 0 | 0 | | 4 | „ |
| 15 | 0 | 0 | to | 20 | 0 | 0 | | 5 | „ |
| 20 | 0 | 0 | to | 30 | 0 | 0 | | 6 | „ |
| 30 | 0 | 0 | to | 40 | 0 | 0 | | 7 | „ |
| 40 | 0 | 0 | to | 50 | 0 | 0 | | 8 | „ |
| 50 | 0 | 0 | to | 60 | 0 | 0 | | 9 | „ |
| 60 | 0 | 0 | to | 70 | 0 | 0 | | 10 | „ |
| 70 | 0 | 0 | to | 80 | 0 | 0 | | 11 | „ |
| 80 | 0 | 0 | to | 90 | 0 | 0 | | 12 | „ |
| 90 | 0 | 0 | to | 100 | 0 | 0 | | 13 | „ |

Withdrawal of capital.

Any member reducing his share capital below £1 shall be subject to a fine of 8d. No payment of withdrawable capital shall be made while any claim due on account of any deposit is unsatisfied.

Committee may make special arrangements for withdrawals, waive notice, or suspend withdrawals

The committee of management shall have power to pay withdrawals without such notice being given, and shall also have power to suspend withdrawals altogether if the circumstances of the society render it necessary.

Withdrawals to be paid to member personally or on his written authority.

Withdrawals shall only be paid to the member personally, and on his receipt, or to the bearer of the pass or contribution book with a written order signed by the member.

Amount to be paid to a member drawing

The amount paid to a member withdrawing from the society shall be that which stands to his credit in the society's ledger, subject to a deduction of such sum (not exceeding 1s.) as the committee of management may determine; and any member allowing his capital in the society to get below 1s., either by non-payments, or withdrawals, or fines, shall cease to be a member, and the amount standing to his credit shall be forfeited.

When membership ceases.

Society to have a lien on shares for debts.

The society shall have a lien on the shares of any member for any debt due to it by him, and may set off any sum credited to the member thereon on or towards the payment of such debt. If any member shall make default for three calendar months in payment of any subscriptions, fines, debts, or other sum of money due from him under these rules, or otherwise, the same respectively shall be recoverable from him, his executors, or administrators, by legal process, as a debt due to the society.

Default in payment of subscriptions or debts.

Register of Members and Shares.

Register of members and shares.

6. Each member on entering the society shall have a distinguishing number, which number shall be the number of his pass or contribution book, and his distinguishing number in the share ledger, and the committee of management shall cause registers and ledgers to be kept showing each member's number, name, and address, the number of

shares held by each member, the date at which any person became a member, and the date at which any person ceased to be a member.

All notices required to be sent or given to members shall be deemed duly served, by sending or posting the same to the address appearing in the registers. Any member changing his residence shall, within one month thereafter, give notice thereof in the registered office of the society, when the necessary alteration shall be made in the register.

Notices to be sent or given to members.

Ordinary Meetings.

7. The quarterly meetings of the members shall be held in the months of March, June, September, and December, and the monthly meetings in the months of February, May, August, and November, and, if deemed necessary by the committee, also monthly meetings shall be held in the months of January, April, July, and October, of which due notice shall be given. The meetings shall be held on the third Thursday in the month, or at any other time as a meeting of members may determine.

Meetings—where held and when.

At the quarterly meetings shall be submitted the minutes of the committee of management for the preceding month, and a report and balance sheet showing the business of the society for the past quarter, and the state of its affairs at the close of such quarter shall be submitted for approval. Members of the committee of management and auditors shall be elected as provided in Rule 9, and such other business transacted as may be deemed proper and expedient.

Quarterly meetings.

Business of monthly meetings:—

Monthly meetings.

- 1st.—Reading minutes of the previous quarterly meeting.
- 2nd.—Reading minutes of the committee, for adoption or otherwise.
- 3rd.—Nomination of officers requisite.
- 4th.—To receive special reports.
- 5th.—For the transaction of any business of which due notice has been given; but should any special business require to be brought forward after the

notices have been issued, such business shall only be entertained by the sanction of a two-thirds majority of votes given.

**Notices
convening
ordinary
meetings.**

Notice of the time and place of holding all meetings shall be deemed sufficiently given by fixing such notice conspicuously in every place of business of the society for fourteen clear days before the day of meeting, or otherwise, as such meetings may direct.

Special Meetings.

**Special
general
meetings,
and how
convened.**

8. A special general meeting may be convened at any time in virtue of a resolution of a general meeting, or of the committee of management, or upon a requisition signed by fifty members specifying the object thereof. No other business can be transacted at any such meeting than that specified in the notice convening it.

**Notices
convening
special
general
meetings.**

Notices convening a special general meeting shall be posted in all places of business of the society seven clear days at least before the time of holding such meeting.

Quorum of Meetings, Votes, &c.

**Quorum
required for
meetings.**

9. Any meeting of the members may proceed to business if twenty members of the society are present within thirty minutes after the time such meeting should commence, otherwise the meeting, if a special general meeting convened on the requisition of members or by resolution of a general meeting, shall be dissolved, but if a general meeting or a special general meeting convened by order of the committee, shall stand adjourned to that day week.

**Provisions
in case of
no quorum.**

**Adjourn-
ment of
meetings.**

Any meeting duly constituted may adjourn from time to time for any period not exceeding thirty-five days.

**Questions
to be deter-
mined by
majority of
votes.**

No meeting shall become incompetent to transact business from the want of a quorum arising after the chair has been taken. Subject to any special direction contained in any rule of the society or Act of Parliament, all questions shall be determined by a majority of votes.

The voting for the election of committee-men and auditors at the quarterly meetings shall be taken by ballot, each member to have one vote each for as many candidates as are required to be elected.

Voting at elections to be by ballot.

All other questions shall be decided in the first instance by a show of hands, unless a majority of the members present demand a ballot, in which case the question then under consideration shall be determined by ballot.

Voting on all questions except elections to be by show of hands unless a ballot demanded.

Each member shall have one vote only, unless there be an equality of votes, in which case the chairman shall have a casting vote. No proxies shall be admissible.

Members' votes.

Servants, who are members, shall not vote on any question affecting their personal interest, or the conditions of their work.

Servants' votes.

No member shall be admitted to take part in any meeting except on production, if required, of his pass or contribution book, or the office receipt for the same.

No member admitted to meetings except on production of credentials.

Any member having a proposition to submit for the consideration of a quarterly meeting, shall give notice at the monthly meeting next preceding, or send the same in writing to the secretary twenty days previous to the meeting. All such propositions shall be shown on the programme of business for that meeting, printed with the balance sheet.

How members may submit propositions to meetings.

Committee of Management.

10. The management of the society shall be vested in a committee of management, consisting of the president and nine members, who shall be elected as follows :—

Number of committee of management.

At the quarterly meeting held in December shall be elected the president and two committee-men ; at the quarterly meetings held in March and June, two committee-men ; and at the quarterly meeting held in September, three committee-men. Their term of office shall expire in each case at the expiration of one year from the date of election, unless elected to fill an unexpired term. The retiring members of the committee shall be immediately eligible for re-election.

Committee-men, how and when to be elected.

Term of office of committee-men. Retiring committee-men re-eligible.

Candidates for committee-men, how nominated.

List of nominations.

Remuneration of committee-men.

Removal of Committee-men.

Candidates for election on the committee shall be proposed and seconded at the monthly meetings next preceding the quarterly meetings at which such elections are held (or such nomination may be sent in writing to the secretary at any time previous to such monthly meetings). The secretary shall cause a list of persons so nominated to be posted in all the society's places of business, not less than fourteen days previous to the quarterly meetings. The committee shall receive such remuneration for their services as shall be agreed upon at a quarterly meeting; notice of proposed alteration must be given at the previous quarterly meeting. A special general meeting of the society, duly convened, may remove any of the committee of management for cause shown, after he has had notice of such meeting, and the charge to be brought against him, and may elect another in his place.

Committee-man must have three shares in the society, and have been a member 12 months. Must not have relations employed or himself be employed by society. Must not be bankrupt. Must not be concerned in contracts with society. Must not carry on same business as society.

Exceptions.

No person shall be eligible to serve on the committee of management who does not hold three fully paid-up shares in the society, or who has not been a member of the society twelve months, or as president, who has not been a member of the committee of management twelve months; or if he, his wife, or his parents, his sister or brother, son or daughter, son-in-law or daughter-in-law, is employed by the society; or if he hold any other office or place of profit under the society; if he becomes bankrupt; if he is concerned in, or participates in, the profits of any contract with the society; or if he carries on the same business as the society. But the foregoing rules shall be subject to the following exceptions:—That no committee-man shall vacate his office by reason of his being a member of any company or society which has entered into any contracts with, or done any work for, the society. Nevertheless he shall not vote in respect of any such contract or work; if he does so, his vote shall not be counted.

Control of Business.

Committee to control all business of society.

11. The committee of management shall have the control of all business carried on by or on account of the society. They shall make all contracts entered into by or on behalf

of the society, for any of the objects for which it is formed, including all purchases and contracts relating to land, excepting such (if any) as the society may direct to be subject to the approval and authorisation of a general meeting, and all such contracts shall be signed and attested as they direct from time to time.

Committee
to make all
contracts.

They shall engage, remove, or discharge all managers, salesmen, or employés of any description required to conduct any such business, and fix their duties, salaries, or other remuneration at such rates, and require them to give such security and in such form as they determine.

Engagement
or discharge
of employes.

Duties,
salaries, and
security of
employes.

They shall decide on the evidence to be produced for establishing the claim of any nominee, executor, administrator, or official trustee to any share in the society, and may institute, prosecute, compromise, or refer to arbitration any suit, debt, liability, or claim against, by, to, or on the society; or in any case for which the rules of the society do not expressly provide, may exercise any power which could be exercised by the society in general meeting, other than such as by the law for the time being relating to Industrial and Provident Societies may be required to be exercised by such meetings, so that in the exercise of any such power they do nothing inconsistent with the previous resolutions of such meetings. And all acts or orders done or given by the committee of management in the name and on behalf of the society, under any power hereby given them, shall bind the society and every member thereof as fully as if they had been the acts or orders of a majority of the members of the society at a general meeting thereof, acting in exercise of the powers given them by the rules.

Claims of
nominees,
&c.

Suits, debts,
liabilities,
and claims,
how to be
dealt with.

General
powers of
committee.

Acts and
orders of
committee
to bind
members.

The committee of management shall meet every Monday evening at 7-30, or at such other times as they may from time to time appoint. Any two of the committee may call a special meeting thereof, by giving one clear day's notice to the secretary; but at such special meeting no other business than that specified in the notice shall be taken into consideration. Any five of the committee shall form a quorum.

Time of
meeting of
committee.
Any two of
committee
may call a
special meet-
ing thereof.
Business
which may
be trans-
acted at a
special
meeting.
Quorum of
committee.

How questions shall be determined.

Every question at such meeting shall be determined by a majority of votes ; if the votes are equal the president, or chairman acting in his behalf, shall have a casting vote in addition to his vote as a member of the committee. No committee-man shall be allowed to nominate or second any member to serve on the committee, but any member of the committee may nominate or second a candidate eligible for the office of president.

Duties of President.

President to preside at all meetings. Absence of president. President to sign minutes of meetings. Charge of deeds and bonds.

12. The president shall preside at all special, general, and board meetings of the society. In his absence any meeting shall have power to elect its own chairman. He shall sign the minutes of the proceedings of each of the meetings. He shall have charge of the deeds, bonds, belonging to the society, which shall be kept in a safe provided for that purpose. All such deeds, bonds, shall be numbered and entered in a book, which shall be examined and reported on by the auditors each quarter.

Duties of Secretary.

Appointment of secretary. Duties of secretary.

13. The secretary shall be appointed and removable by the committee. He shall summon and attend all meetings of the society and of the committee, and of any sub-committee, if so required by the committee, and shall keep minutes thereof in such manner as the committee direct. He shall make such returns relating to the business of the society as the committee require. He shall have charge of the documents and other papers of the society, other than those required to be kept by the president, and, if required by the committee, shall keep the accounts in such manner as they direct. He shall keep all the books relating to shares, loans, or deposits, required to be kept under the rules of the society, and the list of members, and shall receive all contributions, fines, and other payments due from the members to the society, and keep the accounts thereof and pay over the amount so received as the committee direct. He shall prepare and

send all returns required to be made to the Registrar. He shall in all things act in the discharge of his duties under the direction and control of the committee. The committee may from time to time appoint such clerks or other assistants as may be required to aid the secretary.

Secretary to
act under
control of
committee.
Assistant
secretary.

Duties of Auditors.

14. There shall be one or more auditors of this society, whose salary shall be fixed by the quarterly meetings, and who shall be appointed and retire as the society may direct. They shall audit the accounts of the society, and see that they are correctly kept, and shall lay before each quarterly meeting a balance sheet of the receipts and expenditure, and also of the assets and liabilities of the society, signed by them, with a statement of the society's affairs since the last quarterly meeting, and of its then condition. The auditors shall have power to call for explanations from servants or committee of management, and examine all papers and documents belonging to the society, and every balance sheet so signed and approved by any such meeting shall be binding upon all members of the society. A retiring auditor shall be eligible for re-election. A vacancy in the appointment of an auditor may be filled up by the committee. No servant of the society can be an auditor.

Duties.

May call for
explanations
from
servants or
officials.

Servants
not to be
auditors.

Nomination by Members.

15. The secretary shall keep a book, in which he shall register or record all nominations made by members of the society of any person or persons, not being officers or servants of the society, unless any such officer or servant is the husband, wife, father, mother, child, brother, sister, nephew, or niece of the nominator, to whom such nominator's shares (the term "shares" including for the purposes of this rule loans and deposits) shall be transferred at his decease, provided that the amount credited to him in the books of the society does not exceed £100.

Nomination
for payment
of shares
not exceed-
ing £100.

Revocation
or variation
of nomina-
tions.

The secretary shall in like manner record or register all revocations or variations of such nominations by the nominator.

The nominator shall pay 3d. for the recording or registering of every such nomination, revocation, or variation.

Death of Members.

Payment of
shares on
death of
member.

16. On receiving satisfactory proof of the death of a nominator, the committee shall, at their option, either transfer the shares, in manner directed in such nomination, or pay to any person entitled thereunder the full value of his interest, unless the shares to be transferred to any nominee would raise his interest in the society to an amount exceeding £100, in which case they shall pay him the full value of such shares, not exceeding the sum aforesaid. An entry of such payment shall be made in the proper book, and thereupon the shares so paid for shall be extinguished. If any member entitled to an interest in the society, not exceeding £100, dies intestate, and without having made any nomination which remains unrevoked at his death, such interest shall be transferable or payable, without letters of administration, to or among the persons who appear to a majority of the committee, upon such evidence as they may deem satisfactory, to be entitled by law to receive the same, subject to the provisions of the Provident Nominations and Small Intestacies Act, 1883.

Interest of
intestates,
how dealt
with.

Proceedings
to be taken
on death of
members
leaving a will
Payment of
interest over
£100 of
deceased
members.

If any member, entitled to an interest in the society not exceeding £100, dies leaving a will and without having made any nomination which remains unrevoked at his death, or if any member entitled to an interest in the society exceeding £100 dies, such interest shall be transferable or payable only to his executors or administrators, subject as aforesaid.

Bankrupt
members'
interest, how
dealt with.

If any member becomes bankrupt, his interest in the society shall be transferable or payable to the trustee of his property.

Interest on Shares and Members' Purchases.

When in-
terest is not
allowed.

17. Interest shall not be allowed on the shares of any member whose purchases do not amount to at least £4 in six months.

The following scale of purchases shall govern the number of shares on which interest will be allowed, irrespective of the number of shares which the member may have invested in the society in excess thereof, viz.:—

- | | |
|---|--|
| £4 Purchases in six months shall entitle the member to interest on not more than 40 shares. | Scale of purchases governing number of shares on which interest is paid. |
| £6 Purchases in six months shall entitle the member to interest on not more than 60 shares. | |
| £8 Purchases in six months shall entitle the member to interest on not more than 80 shares. | |
| £10 Purchases in six months shall entitle the member to interest on not more than 100 shares. | |

These amounts are exclusive of commission trade.

On conforming with the above scale, each member shall receive quarterly out of the profits of the society, after providing for the expenses thereof in each quarter, interest not exceeding 5 per cent per annum upon every paid-up share standing to his account in the books of the society ; but no interest shall be paid for a fractional part of a quarter of a year.

Interest to be paid on shares not to exceed 5 per cent.

The committee shall at any time have power, with the sanction of a quarterly meeting, to reduce the rate of interest upon shares.

Reduction of rate of interest.

Disposal of Profits.

18. The net proceeds of all business carried on by the society after paying or providing for interest on loans, depreciation of fixed and rolling stock, and of all buildings from their then value, at such rate as the committee of management may fix, interest on shares as aforesaid, and, after making such other provisions, either for the purpose of increasing the capital, reserve fund, or business of the

Provision for interest and depreciation

society, or for any other purpose, as a general meeting of the members directs, shall be divided among the members of the society in proportion to the amount of their purchases, at retail prices, during the quarter.

Loans.

Loans on security of bonds, to what amount and how may be made.

19. The committee of management may obtain by way of loan from any person, whether or not a member of the society, for the purposes thereof, from time to time, on the security of bonds signed by three at least of the members of the committee and countersigned by the secretary for the time being, such sum or sums of money not exceeding in amount, together with such deposits as after mentioned, the amount of the paid-up subscriptions of the members for the time being, at such rate of interest (not exceeding 6 per cent per annum) and subject to such provisions for repayment as are agreed upon on such advance. The committee may receive deposits of not more than 5s. in one payment, nor more than £20 from any one depositor, withdrawable on not less than two clear days' notice, from persons whether members of the society or not.

Repayment of Share Capital.

When capital may be repaid.

20. The committee, with the approval of any ordinary business meeting, may apply any moneys for which they cannot find profitable investment after all loans or deposits (if any) due by the society, and then repayable according to the conditions thereof, have been repaid, in reducing the number of shares held by the members, by paying off the excess of shares held by those who hold the largest number above those who hold the next largest number; provided that no member be required to accept less than the full sum paid up upon each share so paid off, and that the number of shares held by any member shall never be reduced below the number which, by the rules of the society, a member is required to hold. A member who has received notice that the committee is prepared to pay him off, may leave the sum

Moneys left with society after notice of re-payment.

to be thus repaid as a deposit at call in the hands of the society, but shall not be entitled to any interest thereon after the expiration of the time named in the notice of repayment.

Mode of Conducting Business.

21. The committee of management shall have the control of the receiving and payment of all moneys on behalf of the society, and all such moneys shall be only applied towards carrying out the objects of the society, according to the rules thereof. And so much of the funds of the society as are not wanted for immediate use, or to meet the usual accruing liabilities, under the provisions aforesaid, shall, with the consent of a quarterly or special meeting of the members, be invested by the committee of management. The business of the society shall (so far as practicable) be conducted for ready money.

All cash receipts and payments to be under control of committee.

Expulsion and Re-admission of Members.

22. The committee of management may suspend or expel any member who persists in any conduct injurious to the society; and if he be not satisfied with their decision, he may appeal to a quarterly meeting of members, which, by two-thirds majority of votes given, shall have power to expel such member, if they think fit. No person so expelled shall be re-admitted except by the votes of a majority of the members present at a quarterly meeting, nor unless notice has been given at the monthly meeting preceding the quarterly meeting of the intention to propose his re-admission.

How members may be expelled.

Re-admittance of expelled members.

A member so expelled shall be paid the full sum paid on any shares in the society held by him at the date of the resolution of his expulsion.

Payment of interest of expelled members.

Complaints and Suggestions.

23. A member who has any complaint as to goods supplied, or the conduct of any officer or servant, or who has any suggestions to make for better carrying into effect the objects

Members to make them to the committee, with an appeal to the general meeting.

of the society, shall submit the particulars of such complaint or suggestion to the committee, who shall inquire into and decide upon them, subject to an appeal from any such decision to a general meeting; but no such complaint shall be brought before any such meeting except on appeal.

Device, Custody, and Use of Seal.

Device on seal.

Custody of seal.

Use of seal.

24. The seal of the society shall have the device of two working men, one in the attitude of addressing the other, with the motto, "Come and join." The seal shall be in the custody of the president, and shall be used only when directed by a resolution of the committee of management, a minute of which resolution shall be duly recorded.

Publication of Name of Society, and Inspection of the Books.

Name of society to be printed on each place of business and on documents.

25. The name of the society shall be kept painted and affixed on the outside of every office or place in which the business of the society is carried on, in a conspicuous position, in letters easily legible, and shall be engraven in legible characters on its seal, and shall be mentioned in legible characters in all notices, advertisements, and other official publications of the society, and in all bills of exchange, promissory notes, indorsements, cheques, and orders for money and goods, purporting to be signed by or on behalf of the society, and in all bills of parcels, invoices, receipts, and letters of credit of the society.

To be open to the inspection of members and persons who have an interest in the funds of the society.

The books and accounts of the society shall be open to the inspection of any member or person having an interest in the funds of the society, at all reasonable times, at the registered office of the society, or at any place where the same are kept, subject to such regulations as to the time and manner of such inspection as may be made from time to time by the general meetings, and it shall be the duty of the secretary to produce them [except that no such member or person, unless he be an officer of the society, or

be specially authorised by a resolution of the society to do so, shall have a right to inspect the loan or deposit account of any other member without the written consent of such member].

Investment of Surplus Capital.

26. The committee may, with the sanction of a special general meeting, purchase the business of any other society or company in which its capital might be invested falling within the objects of the society, or in carrying on any such business in conjunction with any such society or company, or in any other way permitted by the laws relating to Industrial and Provident Societies.

Investment
in other
societies or
companies.

Settlement of Disputes.

27. If any dispute shall arise between any member or any person through or under a member, or under these rules, or the executors, administrators, or nominee of a member and the committee of management thereof, it shall be referred to arbitration. In such case the committee of management shall name one arbitrator and the disputant the other, and if they cannot agree, they (the arbitrators) shall appoint an umpire, whose decision shall be final and binding. The costs of the arbitration shall be paid as directed by the arbitrators, and the disputant shall, previous to the appointment of the arbitrators, deposit with the secretary the sum of 20s. to abide the result.

Disputes to
be referred
to arbitra-
tion.

Arbitrators
and umpire.

Costs of ar-
bitrations.

Making or Altering Rules.

28. No new rule shall be made, nor any of the rules herein contained or hereafter to be made shall be amended, altered, or rescinded, unless with the consent of two-thirds of the members present at a general meeting of the society specially called for that purpose. No amendment of rules is valid until registered.

Rules and
alterations
how to be
made.

Rules to be Supplied.

29. The secretary shall supply to any person, on demand, a copy of the rules on payment of 3d.

Annual Return.

Annual
return to
registrar.

Return to
state how
accounts are
audited.

Copy of
annual
return to be
supplied to
members on
application.

30. Every year before the 1st of June, the committee of management shall cause the secretary to send to the registrar the annual return, in the form prescribed by the Chief Registrar of Friendly Societies, required by the Industrial and Provident Societies Act, 1876, of the receipts and expenditure, funds and effects of the society, and of the number of members of the same up to the 31st December then last inclusively, as audited and laid before a general meeting, showing separately the expenditure in respect of the several objects of the society, together with a copy of the auditor's report, if any. Such return shall state whether the audit has been conducted by a public auditor appointed under the Industrial and Provident Societies Act, 1876, and by whom; and if such audit has been conducted by any persons other than a public auditor, shall state the name, address, and calling or profession of each of such persons, and the manner in which, and the authority under which, they were respectively appointed. It shall be the duty of the committee of management to provide the secretary with a sufficient number of copies of the annual return for supplying, gratuitously, every member or person interested in the funds of the society, on his application, with a copy of the last annual return of the society for the time being; and it shall be the duty of the secretary to supply such gratuitous copies on application accordingly.

Copy of
balance
sheet to be
hung up in
office.

It shall be the duty of the committee of management to keep a copy of the last annual balance sheet of the society for the time being, together with the report of the auditors, if any, always hung up in a conspicuous place of the registered office of the society.

Inspections, Special Meetings, and Dissolution of Society.

31. It shall be the right of one-fifth of the total number of members, or if the number of members shall at any time amount to 1,000, and shall not exceed 10,000, it shall be the right of 100 members, or if the number shall at any time exceed 10,000, it shall be the right of 500 members, by an application in writing to the Chief Registrar, signed by them, in the forms respectively prescribed by the Treasury Regulations in that behalf—

Application to registrar for appointment of inspector, and for calling special meeting.

- (a) To apply for the appointment of one or more inspectors to examine into the affairs of the society and to report thereon.
- (b) To apply for the calling of a special meeting of the society.

Either such application to be made upon such notice to the society, and to be supported by such evidence for the purpose of showing that the applicants have good reason for requiring such inspection to be made, or meeting to be called, and that they are not actuated by malicious motives in their application, as the Chief Registrar shall direct.

The society may at any time be dissolved by the consent of three-fourths of the members, testified by their signatures to some instrument of dissolution in the form provided by the Treasury Regulations in that behalf.

How the society may be dissolved.

Rule 32. - BUILDING DEPARTMENT.

Section 1.—The society shall make advances to members of the society on security of property in manner provided hereinafter.

Section 2.—The committee of management may, subject only to such restrictions and limitations as shall from time to time be imposed by resolution of members at a quarterly or monthly meeting, purchase or hold upon lease or mort-

gage any lands, together with the buildings thereon, and may build or erect any houses, cottages, or other buildings, or any lands from time to time held by the society, whether for the purposes of the society or not, and may alter, pull down, and again rebuild any building, whether erected by the society or otherwise vested in it, and may manage, lay out, lease, and sub-lease such land to members of the society, and may dispose of, sell, mortgage, convey, or re-convey to members of the society any lands or buildings for the time being held by the society, and may appropriate to the use of the society any purchase-moneys or other moneys received in respect of rents of any lands or buildings.

Section 3.—No person is eligible to receive a grant for building or buying property unless he or she shall have been a purchasing member for six months; and no one shall be allowed to borrow more than £500 out of the funds of this society.

Section 4.—All members intending to build or purchase property shall, before any allotment takes place, pay a guarantee fee according to the estimate of the entire cost of such property, in the following ratio, viz. :—

| | | | | | |
|--|---|---|---|-------|-----|
| Up to £150 the guarantee fee shall be 1-6th of the estimated cost. | | | | | |
| £150 to £300 | „ | „ | „ | 1-5th | „ „ |
| £300 to £500 | „ | „ | „ | 1-4th | „ „ |

The society shall lease all land in its own name, to whom all ground rent shall be paid.

Section 5.—If any member before applying for an advance of money, shall be desirous of ascertaining what sum of money the committee of management are willing to lend upon any property, notice shall be given to the committee, who shall inspect the said property and make known to the said person the sum they will advance thereon; and the person in whose behalf the inspection and valuation have been made shall pay all the expenses thereof, whether a loan is effected or not.

Section 6.—The committee shall have power to appoint an architect, valuer, clerk of works, and solicitor, and secure estimates for the houses to be built, and should the committee deem it advisable to purchase property already built, they shall have power to do so ; and if at any time there be more applicants than the committee can accommodate, the order of preference shall be given to priority of application.

Section 7.—The architects', valuers', clerk of works', and solicitors' fees, and other charges, or any expenses involved in alterations or additions during the erection of the buildings, shall be added to the cost thereof. Principal and interest on all money advanced shall be reduced annually on January 15th ; and should any member at the end of the year leave a balance of shillings, that part of a pound shall be charged interest at the rate of a full pound, interest on the repayments during the year to go to the funds of the society for the working expenses of this department.

Section 8.—When money is advanced on property, simple interest at the rate of five per cent per annum shall be charged on the annual balances, these advances to be repaid by weekly subscriptions (at the registered office of the society, on Monday evenings from 5-30 to 7-30) of not less than one halfpenny for every pound advanced ; but any member shall be at liberty to pay any amount exceeding that sum. In the said sum are included the interest and the sum due to shares placed against the amount borrowed. A member may pay subscriptions in advance, and in case of being sick or out of employment, such subscriptions may be allowed instead of weekly payments. A member not having subscriptions in advance may be exempt therefrom (except interest on the sum borrowed) for periods of three months at a time by the consent of the committee.

Section 9.—That should a member neglect to pay his subscriptions, and having no payments in advance, and not having the privilege of exemption, such member being one month in arrear shall be fined sixpence, and the same amount for each succeeding month ; special and persistent cases of

arrear to be dealt with specially by the committee ; and should neglect of paying the subscriptions continue until the interest and fines equal one-fourth of the amount paid, then the said property so indebted to the said society shall be taken possession of by the committee, and they shall receive the rents of such property ; and if not redeemed within twelve months thereafter, then the said property shall be dealt with in accordance with the following rule.

Section 10.—In case when the society shall have resumed possession of any house, or house and land, under the provisions of the last rule, it shall be at its option either (1) within twelve calendar months to repay to the member all principal moneys, without interest, paid by him to the society on account of the purchase money of the said premises, after deducting the cost of putting such premises in repair ; and any costs, charges, or expenses, legal or otherwise, which may be incurred by the society in or about the resumption of possession as aforesaid, or any ejectment or eviction necessary to give effect thereto, but the member shall not be entitled to a return of any portion of the instalments paid by him which shall have been paid by him on account of interest ; (2) or to sell the premises or any part thereof, either together or in parcels, and either by public auction or private contract, subject to such conditions, and in such manner in all respects as the society or its assigns shall think expedient, with power to buy in and rescind or vary any contracts for sale without being responsible for any loss occasioned thereby ; and it shall, out of the purchase money thereof, in the first place pay all expenses incurred in or about such sale, or otherwise in respect of the premises, and in the next place pay or retain all moneys then owing or thereafter to become due by the member to the society in respect or on account of the said premises, and shall pay the surplus (if any) to the member or his assigns as personal estate. Provided that if the moneys produced by any such sale, after payment of expenses, shall not be sufficient to satisfy all the claims of the said society, the member or his assigns shall forthwith pay to the society or its assigns the

balance remaining due, with interest thereon, at the rate of £5 per centum per annum, until the day of payment.

Section 11.—When the building committee declare a house tenantable the member shall sign an agreement, and commence from that date to pay his weekly subscriptions and keep the house in proper repair to the satisfaction of the committee, and shall not carry on any trade, or make any alteration therein, without having first received their permission. No member of the building committee shall vote on any question wherein his individual interests are especially concerned.

Section 12.—In cases where after the member has completed his payments to the society, the society continues to be the medium through which the chief rent is paid, it may charge the owner a sum not exceeding 1s. per annum as commission for collecting and paying such rent.

Section 13.—When the entire cost of any house, or house and land, together with all interest thereon, has been fully paid, the committee of management shall, at the expense of the member, cause such house or house and land to be conveyed to such member, his heirs, executors, or administrators, according to the agreement entered into between such member and the society.

Section 14.—The purchasers' and mortgagors' books shall be deposited at the registered office of the society on the 15th of January of each year, and at any other time when required by the auditors for examination, a receipt for which will be given signed by the secretary of the society.

AGREEMENT HEREINBEFORE REFERRED TO.

AN AGREEMENT made the _____ day of _____
 between the PENDLETON CO-OPERATIVE
 INDUSTRIAL SOCIETY LIMITED, registered under the Industrial
 and Provident Societies Acts (hereinafter called the said
 society) of the one part, and _____
 of _____ in the county of _____
 (hereinafter called the purchaser) of the other part.

WHEREAS, the purchaser has requested the said society to
 sell him all that piece of freehold [or leasehold] land situate
 _____ containing, by admeasurement,
 _____, and more particularly described in the
 plan endorsed on this agreement in fee simple or for the
 residue of a term of years, commencing on the
 day of _____, and all buildings now erected thereon,
 and all leasements and appurtenances thereto belonging,
 subject to the _____ rent of £ _____ for the price of £ _____
 (whereof £ _____ has already been paid, as the society do
 acknowledge), to be paid by instalments as provided by the
 rules of the land and building department of this society.

NOW IT IS AGREED:

1. The purchaser will duly pay the balance of the said
 sum of £ _____ with interest at the rate of £5 per
 cent per annum on the amount for the time being remaining
 unpaid, by annual instalments of principal and interest of
 £ _____ each, in manner provided by the said rules
 of the said society, and shall also, during the continuance of
 this agreement pay all other sums which under or by virtue
 of the said rules shall be payable by him to the said society
 in respect of the said plot of land and premises.

2. The purchaser and his assigns shall, during the con-
 tinuance of this agreement, keep all buildings upon the said
 plot of land in repair throughout to the satisfaction of the
 society, who, after giving twenty-four hours' notice of its
 intention to do so, shall be at liberty to enter and inspect the

condition thereof, at any time in the day, and give notice of any want of repair to the purchaser or his assigns ; and upon the receipt of such notice, the purchaser or his assigns shall, forthwith, amend and make good such want of repair. If the purchaser or his assigns shall neglect or refuse to comply with such notice, then the society may enter upon the said premises, and execute such repairs ; and all moneys expended by it in so doing shall be repaid by the purchaser or his assigns to the society upon demand.

3. So long as the purchaser shall duly pay the aforesaid instalments in the manner and at the time provided by the rules, and all other sums as become payable by him, in respect of the said plot of land and premises, under or by virtue of the said rules or this agreement, and shall in all respects obey and observe the said rules and the provisions of this agreement, the purchaser and his assigns may quietly hold and enjoy the said plot of land and premises, and receive the rents and profits thereof, without disturbance by the society or any person claiming through or under it.

4. The society will at any time (unless a default in compliance with this agreement or the said rules has previously been made) accept payment of the whole of the balance of the said sum of £ remaining unpaid, with interest thereon at the aforesaid rate, up to the date of such payment.

5. If no such default as aforesaid shall have been made, then, upon payment of all moneys payable to the said society by virtue of this agreement and of the said rules, in respect of the said plot of land and premises, the society shall forthwith transfer to the purchaser all its estate and interest in the same. The necessary deeds shall be prepared by the society, in such form as it shall determine, at the expense of the purchaser, who shall accept the title of the society.

6. The said rules of the land and building department of the said society shall be binding upon both parties hereto,

and shall, so far as the same shall be applicable, be read as if the same formed part of this agreement for the purpose of regulating and determining the respective rights, duties, and liabilities of the said parties, in respect of the said plot of land and premises.

As witness the hands of the purchaser, and of the undersigned officers of the society on behalf and by the authority of the society.

 { CHAIRMAN OF THE COMMITTEE
 OF MANAGEMENT.

 SECRETARY.

 PURCHASER.

Witness to the above Signatures,

 _____ } COMMITTEE.

 _____ } MEMBERS.

 SECRETARY.

| | | |
|-----------------------|---|-------------------------------------|
| WILLIAM SWINDELLS, | } | THREE MEMBERS OF THE SOCIETY. |
| WASHINGTON HEMINGWAY, | | |
| JAMES LYONS, | | |

JOSEPH HILL, SECRETARY.

ACKNOWLEDGMENT OF REGISTRY OF AMENDMENT OF RULES.

The foregoing Amendment of the Rules of the "Pendleton Co-operative Industrial Society Limited" is registered under the Industrial and Provident Societies Act, 1876, this 12th day of September, 1884.

E. W. B.

Copy kept.—E. W. B.



I N D E X.

| RULE | PAGE |
|--|------|
| 1. Interpretation Clause..... | 3 |
| 2. Name and Objects of the Society..... | 4 |
| 3. Registered Office..... | 4 |
| 4. Admission of Members | 4 |
| 5. Share Capital | 5 |
| 6. Register of Members and Shares..... | 6 |
| 7. Ordinary Meetings | 7 |
| 8. Special Meetings..... | 8 |
| 9. Quorum of Meetings, Votes, &c. | 8 |
| 10. Committee of Management | 9 |
| 11. Control of Business | 10 |
| 12. Duties of President | 12 |
| 13. Duties of Secretary | 12 |
| 14. Duties of Auditors | 13 |
| 15. Nomination by Members | 13 |
| 16. Death of Members | 14 |
| 17. Interest on Shares and Members' Purchases | 14 |
| 18. Disposal of Profits | 15 |
| 19. Loans | 16 |
| 20. Repayment of Share Capital..... | 16 |
| 21. Mode of Conducting Business | 17 |
| 22. Expulsion and Re-admission of Members | 17 |
| 23. Complaints and Suggestions..... | 17 |
| 24. Device, Custody, and Use of Seal | 18 |
| 25. Publication of Name of Society | 18 |
| 26. Investment of Surplus Capital..... | 19 |
| 27. Settlement of Disputes | 19 |
| 28. Making or Altering Rules | 19 |
| 29. Rules to be Supplied | 20 |
| 30. Annual Return | 20 |
| 31. Inspections, Special Meetings, and Dissolution of Society | 21 |
| 32. Building Department..... | 21 |
| Form of Agreement | 26 |
| Standing Orders to be Observed at Meetings..... | 31 |

STANDING ORDERS TO BE OBSERVED AT MEETINGS.

1. That all notices of motion shall be given in writing.
2. That whenever amendments are made upon original propositions, no second amendment shall be taken into consideration until the first amendment is disposed of.
3. That if a first amendment be carried, it displaces the original question, and becomes itself the question: whereupon any further amendment may be moved.
4. That if the first amendment be negatived, then a second may be moved to the original question under consideration, but only one amendment shall be submitted to the meeting for discussion at one time.
5. That the mover of every original resolution, but not of every amendment, shall have a right to reply, immediately after which the question shall be put from the chair; but no other member shall be allowed to speak more than once on the same question, unless permission be given to explain, or the attention of the chair be called to a point of order.
6. No new business shall be introduced after 10 p.m., unless with the consent of two-thirds of the members present at the meeting.





